

**1. Noosa Council Officer**

Name of requesting Council Officer:

Email: accountspayable@noosa.qld.gov.au**2. Business details**Have you previously supplied goods or services to Council? Y/N

Legal Entity Name:

Trading Name:

Nature of goods or services to be supplied:

Postal Address:

State:

Post Code:

Business Phone:

Address of local office:

State:

Post Code:

Email address for remittances:

3. GST InformationAre you registered for GST? Y/N ABN –

If you do not have an ABN a Statement by Supplier Form must be attached.

4. Electronic Funds Transfer Details

Please attach a copy of a pre-printed deposit slip or a copy of the top of your bank statement showing bank account details.

5. Trading Terms

Noosa Council will pay creditors 30 days from invoice date except those that apply to payments relating to the Building and Construction Industry Payments Act, small business where payment represents a wage, and negotiated early payment discounts.

PrivacyCouncil will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with council's privacy policy.

6. Guidelines for Suppliers

Please assist us in our efforts to process your account promptly by adhering to the following guidelines.

- Payment of your invoice cannot take place without an official purchase order. Your payment will be delayed if you are not issued with a purchase order number.**
- Please quote the order number on your invoice to enable prompt processing of your account.**
- Please send one copy only. Duplicate invoices cause delays in processing time.**
- Tax invoices should be either forwarded to the following address –**
PO Box 141
Tewantin QLD 4565
Or sent by email to – accountspayable@noosa.qld.gov.au
Sending your invoice elsewhere could delay your payment.

7. General Information

Payments are processed weekly on a Wednesday.

If your invoice is due for payment and has been approved, you will receive a remittance advice on Wednesday. Funds will be deposited into your bank account by Thursday p.m. Cheques are posted on Wednesday p.m.

It is the responsibility of the business area which requested the work to approve the invoice for payment. Accounts Payable cannot pay your invoice until that approval takes place.

Changes to your bank account details must be forwarded to Accounts Payable in writing. An email is acceptable.

8. Declaration of applicant

I/We, the supplier, declare that the above information is correct in all respects, at the time of lodgement of this form with the Noosa Council. Should any of the details given in relation to this form be changed in the future, the applicant shall advise the Noosa Council in writing prior to any such change being implemented.

I/We hereby acknowledge Council's Standard Trading Terms and Guidelines as outlined above.

Signature:

Date:

OFFICE USE ONLY

Credit no.

Entered by:

Date: